	Building, Planning, By-Law Department Tasks	Deliverable	Involvement	2121				2022
				Q1	Q2	Q3	Q4	
Strat Plan	Create a list of all municipally owned land and properties. Evaluate each of the properties for municipal use vs land sale or development. Present the report and recommendations to Council for approval.	Approved by Council	KO					
	Create a Tree Canopy by-law and permitting system.	Approved by Council	KO, JR, SH					
	Develop a plan to attract development across all demographics in Maxville and Alexandria following the completion of the infrastructure projects.	Approved by Council	KO					
	Complete a development charges feasibility study.	Approved by Council	JR					
	Review current by-laws for enforcement.	Approved by Council	JR, TM					
	Provide training to all departments on excellence in customer service.	Approved by Council	JR, TM, KO, CL					
Policies	Draft Zoning By-law Review (2017)	Approved by Council	KO, JR					
	Cannabis use - Zoning By-law Amendment	Approved by Council	KO					
	Review of Civic Number By-law	Approved by Council	JR					
	Creation of Animal Control By-law (SDG)	Approved by Council	TM, JR					
	Review of Garage Sale By-law	Approved by Council	TK, JR					
	Review of Sign By-law	Approved by Council	JR					
	Creation of Tree Canopy By-law	Approved by Council	KO, JR, SH					
Other	Main Street Renewal Project	Ongoing Planning/ Public Works/ SDG project	KO, RM, TK					
	Town Core & Rural Cycling Project	Ongoing Planning/ Ec. Dev./ SDG project	KO, TK					
	Ongoing ZBA, MV	Ongoing Planning	KO					
	Ongoing Consent Applications	Ongoing Planning	KO					
	Ongoing OP Appeal (SDG)	Ongoing Planning/ Township and SDG Appeal	KO					
	Building Permit Application & Tracking Software	New software for building permits	RE, JR					
	Dog tags tracking	By-law Officer to overlook the entered date	TM, CL					
	By-law/Complaint Software	Easier and simpler tracking software for complaints	TM, CL					
	Review Dog Catcher Duties	Current contract to expire	TM, JR					
	Ongoing By-law Complaints	Ongoing By-law	TM					
	Ongoing Building Permit Applications	Ongoing Building	JR					
	Maxville Water Connections	Ongoing Building	JR					